

Frontenac Arch Biosphere

Nature Camp Programs



Policies and Procedures

A Handbook for Parents

March Break

Revised January 2025



Welcome!

Welcome to the Frontenac Arch Biosphere Family of Nature Camps! We are excited that you will be joining the FAB Family this year. Our programs focus on providing accessible, quality, and diverse programs, with a strong consideration for safety and individual needs. Please take the time to read through this manual, as it will help you and your camper to have a safe, enjoyable, and rewarding experience.

If you have questions or inquiries about our Nature Programs, please contact our Nature Camp Program Manager: **Kim Chamberlain** at education@fabn.ca

Our Nature Camp Locations:

Mac Johnson Wildlife Area

Pick up/Drop off: Parking lot off Debruge Road

Monday to Friday

9:00- 4:00pm

Mac Johnson Wildlife Area

4649 Debruge Road

Brockville Ontario

K6T 1A5

Registration

Participants registered for our March Break Camp must be **5 years old**, by the start of the program.

Our goal is to provide an enjoyable, enriching program for your child, at an appropriate level for their age and maturity. In order to be fair to everyone, the Frontenac Arch Biosphere Network requests families to respect age requirements and Program Policies.

Please note that same day registrations are not permitted. If you have any questions about this policy or you require assistance with late registrations, contact the Program Manager directly.



REFUND POLICY: Withdrawals that are 7 days or more, prior to the program start date, will be refunded their registration fees, less 25%. Withdrawals less than 7 days before a program start date will not be refunded, unless a medical letter can be provided. Due to the challenge involved with rescheduling and the provision of equipment and supplies for our programs, we maintain a strict refund policy.

Program Forms and Waivers

During your online registration, a medical form and waiver were completed. The waiver included a photo release, refund policy, and release of liability. If you require a printed version of this form, please contact the Program Manager.

Medications at Camp

A Medication Record Form must be completed in order for any required medication to be kept onsite. The **Medication Record Form** and medication are to be given to the program facilitator, to be placed in a secure location. Our staff are available to assist campers with their medication, however, staff are not permitted to administer medications to children.

If your child requires an auto-injector or inhaler, they must be kept with the child in a portable bag, labeled with their name (ex. Fanny pack) for the entire day.

Prescription medications must be brought in the original container, indicating the participant's name, the dosage, directions for use and medication type. Non-prescription medication must be brought in the original container. Participant medication must not be expired, including Epi-pens and inhalers.

Health Policies

In the best interest of your child, as well as the other children and staff, please do not send your child to a FAB Nature Program when he/she/they are ill. If your child should become ill while attending one of our Nature Programs, you will be notified to come pick them up immediately.

If a child requires emergency medical attention, EMS will be notified immediately. All efforts to notify the parent/guardian will be made.



FAB Nature Programs are designed to be **inclusive** and **safe**, where all children are welcome. In order to better plan our programs and provide the necessary tools for participants, please ensure that the medical portion of the registration form was completed to the best of your abilities.

Children will not be discriminated against, based on the information provided in the registration process.

Camper Needs

Participants will be outdoors throughout the majority of our Nature Programs. Certain items/equipment will be required, to ensure their safety and enjoyment.

The Frontenac Arch Biosphere is a beautiful region to explore - rain, shine, or snow. Through lots of outdoor play, our programs support children in making deep connections with the local environment and natural world. Please send suitable clothing with your child to participate in outdoor activities, rain or shine. Appropriate clothing for rainy days may include:

- Rain jacket
- Rain pants
- Winter coat
- Snow pants
- Winter boots
- Rubber boots
- Layered clothing
- Extra clothes

Belongings

Each child should bring a backpack or bag that is big enough to fit all belongings inside. All belongings **must be labeled**, including water bottles and lunch bags. It takes time out of our awesome adventures and exciting explorations, when we have to stop and label everything while at camp. Please send your camper's gear, pre-labeled.

Outdoor play often (if not always) involves having fun while getting dirty. We cannot ensure that clothing will not be stained, so please keep this in mind when preparing to attend a FAB Nature Program. Participants in the March Break Program will be provided with one camp lanyard and are requested to wear this lanyard, each day while attending camp. These lanyards not only look super cool but they help to identify and keep your camper safe in public places.



Lost and found items will be on display during pick up and staff will do their best to match items to campers. If your child has lost something, please notify program staff and they will do their best to locate the missing item(s). Labelled items will help greatly with the matching process. When camp finishes for the week, any items not picked up will be donated to a charitable organization. The Frontenac Arch Biosphere Nature Programs does not take responsibility for lost or stolen items.

Camper Checklist:

- Backpack
- Appropriate weather clothing for outside
- Winter boots/hiking shoes
- Extra shoes
- Layered clothes
- Change of clothes
- Winter coat
- Snow pants
- Touque
- Mittens/Gloves
- A litterless lunch and enough snacks for the day
- Warm drink
- Water bottle x2
- Medication for camper - inhaler, epi-pen, prescription medication
- Special Items - as requested by the camp, one week prior to the start date

Items not to bring to camp:

- Electronics
- Money
- Items of value
- Favourite toys
- Animals/pets

Sign In and Out Policy

Only those individuals who have been identified on the Registration Form, will be permitted to sign children in/out of FAB Nature Programs. If someone has been sent in your place, the parent/guardian must submit this information in writing or via phone **24 hours prior**, to the Program Manager. Staff will request a photo ID from anyone who is picking up a child from our camps. If an individual is not listed and if the camp has not been made aware



of alternate arrangements, the parent/guardian will be contacted immediately. Children will not be released to any individual, without confirmation with parents/guardians.

Parents/guardians of children who do not drop off or pick up their children on time, will be given one verbal notice before being required to pay additional fees.

Staffing

All staff and volunteers 18 years or older have completed their Standard First Aid/CPR as a minimum requirement for working with the FAB Nature Programs. We require all new staff and volunteers 18 years and older to have their Criminal Record Checks completed no more than 6 months prior to the start of the program. Returning staff can use the same CPRC for up to 1 calendar year. Lifeguards are required to maintain updated certifications (renewed every 2 years).

March Break Camp Ratio: 1:10

Snacks and Lunch

Each child will require two snacks, one lunch, and a minimum of 2 water bottles for a full day program.

All FAB Nature Programs operate on publicly/privately owned properties. We cannot prohibit foods/snacks in these areas, however, when notified of a food allergy, an email will go out to all participants to discourage the use of that product while attending our programs. This is considered an avoidance strategy, which does not imply a guarantee that our programs are “Allergen-free”, but instead that we are creating an environment that is **“Allergen-safe”**.

Our programs use the following safe eating procedures:

- Campers are not allowed to share or sample food with other campers
- Campers will wash their hands before and after eating
- A safe eating area is provided in camps where anaphylactic children have been identified

Participants will not have access to microwaves or refrigerators for their food. The concession stand at Kendrick’s Park will be off limits to all campers,



during camp hours. If a camper has forgotten their lunch, parents will be notified, and campers will have access to extra snacks available if needed.

Activities

Children are invited to participate in all program activities that they feel comfortable with. Wherever possible, children will be provided with different activity ideas to engage in, providing them an opportunity to direct their own learning and experience.

If special items are required for an activity, participants will be notified a week prior to the start date of the program.

Behavioral Expectations

Every camper has the right to feel safe during our Programs. When behavior issues arise or challenges present themselves, we resolve them on an individual basis. All campers are responsible for conducting themselves in accordance with our values.

FAB Nature Camp tries to guide children in making the right decisions, building self-esteem, and displaying empathy and compassion for others. Our staff demonstrates, develops, and promotes caring, honesty, respect, and responsibility throughout the camp duration. We support and reinforce our values to foster the growth of happy, confident, and caring children.

All participants will:

- Show respect and consideration for staff, instructors, leaders in training, volunteers and other participants in the program.
- Be cooperative and willing to participate in programs with the understanding that all participants have varying abilities.
- Respect the rules and regulations to ensure the safety and well-being of all participants.
- Include others in activities when possible.
- Play without bullying or teasing others.
- Use appropriate language.

Behaviour's that are not tolerated:



- Preventing or interfering with another participant's positive experience
- Physical aggression – behavior causing or threatening physical harm towards others.
- Damaging property – deliberate behavior aimed at destroying, altering or defacing property and/or public spaces.
- Inappropriate language – language that is considered to be impolite, rude or offensive.
- Not following healthy and safety measures, as set out by the Ministry of Health

The Frontenac Arch Biosphere Nature Programs have a zero tolerance policy. Behaviour that impacts other participants physically and emotionally, may result in removal from the program, without refund.



Medication Record Form

Name: _____

Date of Birth: _____

Medication Name	What it looks like	Quantity	How/When to use	Time Period